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Implementation Checklist
3 WEST

A. Internal customers

1. 3 West LSS activation

Identify personnel for 3 West access card activation
Identify 3 West personnel who havent had LSS Floor training in the past
Perform LSS floor training as needed and complete acceptance agreement
Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
Apply 3 West to access cards
Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area, access procedures,
Drug Lab phone contact
Power up 3 West doors/ Date:

2. Develop and Implement 3 West access request procedure

Update UMASS Security Access Form (yellow sheet).
Add "Tower- 3rd Floor West (Rooms # - #)" to form
How to request access, identify DPH Lab officials who approves access requests
Notify DPH LSS Manager of personnel approved for access
Complete LSS Floor training
Activate access

B. External customers/Law Enforcement

Prepare appropriate number of "Visitor- D.A.L." access cards for use
Apply 3 West and 3 East access to cards
Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards
Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel

Information flyer for law enforcement personnel at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (elevator down, emergency evacuation via 3 West and 3East)